



## REQUEST FOR PROPOSAL SOLICITATION INSTRUCTIONS – Instruction to Offerors (ITO)

### Title: J51 Regional SMEs Compartmented Plans Support

Task Order Number: ID04200087  
Issuance Date: Jun 26, 2020  
Questions Due: Jul 07, 2020 by 8:00 AM EST  
Closing Date: Jul 17, 2020 by 12:00 PM EST  
NAICS Code: 541611 Administrative Management and General Management Consulting Services  
Order Type: Firm Fixed Price, Labor Hour with Cost Reimbursable Travel

This is a Task Order Request for Proposal (RFP) and this document constitutes the only solicitation. This acquisition is being conducted in accordance with the fair opportunity procedures at FAR 16.505(b). This solicitation is released to United States Special Operations Command (SOCOM) WIDE MISSION SUPPORT (SWMS) GROUP A competitive multiple-award Indefinite Delivery, Indefinite Quantity (IDIQ) holding contracts as of the date of this RFP. This is NOT a FAR Part 15 negotiated competition. The Government intends to award a hybrid-type task order, incorporating a mix of Firm Fixed Price (FFP), Labor Hour (LH) and Cost Reimbursement – No Fee (CRNF) Travel pricing arrangements in accordance with the attached Performance Work Statement (PWS).

In order to submit a proposal in response to this RFP, offerors must hold a SWMS Group A Contract. Offerors shall ensure that their proposals are in compliance with the required SWMS Group A contract. Any interested SWMS Group A contract holders may participate in this acquisition by submitting a proposal in accordance with the instructions set forth in this document. Failure to comply with any and/or all of the instructions in this document may result in the offeror's proposal not being considered for award.

Questions regarding this solicitation must be submitted in writing via email to the below identified issuing office points of contact no later than the aforementioned date and time. **Please note that neither telephone nor facsimile inquiries will be accepted.** The only method by which any term of this solicitation may be modified is by a formal amendment to the RFP generated by the issuing office. No other communications, whether oral or in writing, will modify or supersede the terms of this solicitation document. The Government reserves the right to deny any questions, including questions received after the aforementioned date and time. Note - All correspondence shall include the GSA Order ID in the subject title.

**Offerors are directed not to contact USSOCOM or any other GSA personnel or other Government employees regarding this procurement, other than the individual(s) identified below without the prior approval of Dustin Teal, GSA Sr. Contracting Officer.**

## ISSUING OFFICE

Dustin R. Teal  
[dustin.teal@gsa.gov](mailto:dustin.teal@gsa.gov)  
GSA/FAS/AASD (4Q)  
77 Forsythe Street, SW  
Atlanta, GA 30308

## PROPOSAL SUBMISSION PROCEDURES

Proposals shall be submitted by **Jul 17, 2020** at 12:00 pm EST via GSA's web-based procurement system, AAS Business Systems Portal (AASBS Portal), in the IT-Solutions Shop (ITSS) web application, [web address: <https://portal.fas.gsa.gov>]. Proposals submitted by electronic commerce as designated by this solicitation shall be considered only if the offeror uses the specific electronic commerce method stipulated by the solicitation. Submission by any other method shall result in rejection of the entire proposal.

If you have not already registered in the AASBS Portal, contact the AASBS registration desk at 877-472-4877 to complete your registration. DO NOT WAIT UNTIL THE LAST MINUTE TO CHECK TO SEE IF YOUR FIRM, CONTRACT NUMBER, AND INDIVIDUAL AUTHORIZED TO SUBMIT PROPOSAL(S) ARE CORRECTLY REGISTERED IN AASBS. If you experience any difficulties with ITSS during proposal submission, you should alert the AASBS technical support help desk and the GSA Issuing Office point of contact without delay.

Offeror must also be registered within the System for Award Management (SAM) [<https://www.sam.gov/SAM/>]. An award cannot be made if the information in AASBS Portal does not exactly match with the information in the SAM. AASBS verifies the following data with the SAM:

- Legal Business Name
- Doing Business As (DBA)
- Physical Address
- Remittance Address
- Federal Tax ID (Employer's identification Number)
- DUNS (Data Universal numbering System)

Proposal must include confirmation of current SAM registration.

The Contracting Officer (CO) has determined that the **SWMS Group A competitive pool** is applicable to this task order. Offerors shall ensure proposals submitted in response to this RFP are compliant with this determination and the terms of this solicitation.

Proposals shall set forth full, accurate, and complete information as required by this RFP package (including attachments). The penalty for making false statements in an offeror's proposal is prescribed in 18 U.S.C. 1001.

## PROPOSAL FORMAT AND INSTRUCTIONS

All information shall be submitted in English. Each offeror must submit a proposal consisting of written information in strict accordance with these instructions. Proposals that do not follow these Instructions, or otherwise include documentation that is difficult to read, may result in disqualification.

It is not desirable for the offeror to simply restate or rephrase the Government's PWS requirements; similarly, for example, it is not desirable for the offeror to generically state the offeror's capability, approach, etc., to all solicitations for services. Rather, the offeror's proposal is expected to contain sufficient details and correspond to the specific requirements in this PWS as applicable under the respective evaluation criteria below. An offeror's failure to provide adequate details may result in exclusion from further award consideration or the Government assigning levels of weakness, thus increased risk, to the offeror's proposal. Offerors shall assume that the Government has no prior knowledge of their skills and experience, and will base its evaluation on the information presented within the offeror's proposal.

While the Government's evaluation team will strive for maximum objectivity, the best value process, by its nature, is subjective; and therefore, professional judgment is implicit throughout the entire process.

To ensure that a proposal is evaluated completely and given the full consideration to which it is entitled, it must be submitted in the format described below:

Proposals shall be submitted electronically to the ITSS application located in the GSA AASBS Portal [web address: <https://portal.fas.gsa.gov>] under RFQ order ID number ID04200087 in one of the following file formats: Microsoft Word document (.doc or .docx file), Microsoft Excel document (.xls or .xlsx file), or searchable Portable Document Format (.pdf file).

The written Technical Approach, shall be submitted in an 8-1/2" x 11" format with 12-point Times New Roman font with 1-inch margins and shall not exceed 20 single sided pages in a Microsoft Word (.doc) or Adobe (.pdf) file format. All pages beyond the 20th page of the proposal will not be evaluated. 10-point Times New Roman font may be used for graphics, images, and tables.

All proposal development costs shall be borne by the offerors without reimbursement from GSA.

Proposals consist of and shall include the following proposal documents with the page limits as specified:

- EXECUTIVE SUMMARY (1 page limitation)
- VOLUME 1: Evaluation Factor 1: Technical Approach (20 page limitation)
- VOLUME 2: Evaluation Factor 2: Price Proposal (Offeror Pricing Spreadsheet)
- Copy of completed Contract Teaming Arrangement (CTA), if applicable

Note: Volumes shall not be combined. A table of contents / index (one or the other must be included, do not count toward the page total. All attachments listed with the Statement of Work (SOW) or Performance Work Statement (PWS) that the offeror is requested to fill out and return, do not count against the page total. The Offeror's proposal shall evidence that it agrees to hold

the terms and conditions of their proposal available for a minimum of 120 calendar days after submission.

The offer shall include the Company Name, Company Point of Contact to include Name, Mailing Address, E-Mail Address, Fax Number and Phone Number.

### **Volume 1: Technical Approach**

The written Technical Approach shall be submitted in an 8-1/2" x 11" format with 12-point font with all pages numbered and shall be single sided pages in a Microsoft Word (.doc) or Adobe (.pdf) file format. The total page count of the offeror's responses for Volume I: Technical Approach shall not exceed 20 pages. Any pages submitted beyond that will not be evaluated. Resumes do not count toward the page total, but each resume shall be no more than 5 pages. All proposal references shall be linked/tied, in writing/by reference, to the specific paragraph in the PWS to which they pertain. 10-point Times New Roman font may be used for graphics, images, and tables.

Technical factors will be evaluated by a Government Technical Evaluation Panel having broad familiarity with the requirements of this acquisition. Proposals will be evaluated to determine the relative merits of the offeror's proposal, in accordance with evaluation criteria set forth below. The offeror shall then be given a combined confidence rating for Factor 1. Each sub-factor evaluation criteria shall not receive an independent rating. The proposal should fully address each of the evaluation criteria. The Government shall assign an overall technical rating to the results of its evaluation.

### **Volume 2: Price Proposal**

Price Proposal shall be submitted using the Government-provided format presented in the proposal pricing matrix document (Attachment 1 Draft Pricing Template).

The pricing template is in Microsoft Excel format for the offers completion of price related information and assumptions. Additional information may be added, but additions or modifications to formulas must be clearly indicated with comments.

Pricing information relative to the proposal shall only be included in the Proposal Volume II. Do not place any pricing information in the Volume I Technical Approach.

Offerors are advised that the Government anticipates award of a hybrid-type task order resulting from this solicitation, incorporating a mix of Firm Fixed Price (FFP), Labor Hour (LH), and Cost Reimbursement – No Fee (CRNF) Travel pricing arrangements. Contract Line Item Numbers (CLINs)/Task Items will be established as the pricing arrangements listed below. Base Period CLINs will be denoted as 0001, 0006 and 0005. Option period line items will carry the same pricing type, and will be denoted as 100X, 200X, and 300X, indicating the option year in the first digit. Offerors are requested to prepare their proposals accordingly. Offerors may add and include short price related description/narrative notes in the Template Comments/Assumptions field, if needed.

## CLIN/Task Item

0001 – Firm Fixed Price (FFP) LABOR – Base Period  
0005 – Cost Reimbursable - Travel - Base Period  
0006 – Labor Hour (LH) - Base Period  
1001 – Firm Fixed Price (FFP) LABOR - Option Year 1  
1005 – Cost Reimbursable - Travel - Option Year 1  
1006 – Labor Hour (LH) - Option Year 1  
2001 – Firm Fixed Price (FFP) LABOR - Option Year 2  
2005 – Cost Reimbursable - Travel - Option Year 2  
2006 – Labor Hour (LH) - Option Year 2  
3001 – Firm Fixed Price (FFP) LABOR - Option Period 3  
3005 – Cost Reimbursable - Travel - Option Period 3  
3006 – Labor Hour (LH) - Option Period 3

\*Please review the separately attached Performance Work Statement (PWS).

## BASIS FOR AWARD

This acquisition will be conducted in accordance with the fair opportunity procedures at FAR 16.505(b), under the SOCOM Wide Mission Support (SWMS) Group A.

## EVALUATION METHODOLOGY

Award will be made to the responsible offeror demonstrating the best value to the Government. Best value is defined as the expected outcome of an acquisition that, in the Government's estimation, provides the greatest overall benefit in response to the requirement. The best value will be determined by comparing differences in the value of non-price features with differences in cost to the Government. In making this comparison, **the Government is more concerned with obtaining superior non-price features than with making an award at the lowest overall price to the Government.** However, the Government will not make an award at a significantly higher overall price to achieve slightly superior non-price features. As the difference in non-price proposals become smaller, then price becomes more important.

In other words, price is not expected to be the controlling factor in the selection of a Contractor for this proposal. However, the degree of importance of price as a factor could become greater depending upon the equality of the proposals for other factors evaluated. Where competing proposals are determined to be substantially equal after evaluation of all non-price factors, the total price and other price factors could become the controlling factor.

The following factors will be used to evaluate all offers:

The technical approach factor is significantly more important than price.

Offerors are required to meet all solicitation requirements, such as terms and conditions, required representations and certifications, as well as technical requirements to be eligible for award. Offerors shall specifically identify and address assumptions, deviations and exceptions within their proposal. Full explanation and justification of assumptions, deviations and exceptions must be provided. If no assumptions, deviations or exceptions are taken to the solicitation terms and conditions, a statement to that effect is required. Offerors are cautioned that failure to submit the items required by the RFP, and also that any deviations or exceptions taken to the terms or conditions of the solicitation, including submission of an alternate proposal that relaxes or

changes a requirement of the solicitation, may make a proposal unacceptable and ineligible for award if an opportunity to revise proposals is not granted, unless the solicitation expressly authorizes such an exception with regard to that specific term or condition.

The Government intends to evaluate the proposal and may award a task order without further confer sessions with offerors (except communications conducted for the purpose of minor clarification). The Government reserves the right to confer with an offeror to clear up proposal details if necessary in the Government's discretion. The Government may award a task order without such confer sessions. Therefore, each initial offer should contain the offeror's best terms from a price and technical standpoint. The Government reserves the right to make no award. The Government reserves the right to reject any proposal that includes any assumption/exception that adversely impacts the Government's requirements.

If an offeror fails to submit any of the required information as stated in this RFP, they will be considered not eligible and will be eliminated from award consideration.

The failure of a proposal to meet all of the requirements under any factor may result in the Government determining it as a weakness.

The Government intends to conduct a source selection process in accordance with FAR 16.505 and all applicable supplements for orders under IDIQ contracts. Formal Source Selection procedures, in accordance with FAR Part 15, will not be used. Accordingly, the Government is not obligated to determine a competitive range, conduct discussions with all Offerors, solicit final revised proposals, and use other techniques associated with FAR Part 15. If after the evaluation of proposals under the non-price and price factors the CO determines that the number of proposals that would otherwise be competitive from a best value standpoint exceeds the number at which an efficient competition can be conducted, the CO will limit the number of proposals to be considered to the greatest number that will permit an efficient competition among those proposals most likely to be determined best value and will enter into confer sessions with that subset of offerors whose proposals are considered most likely to provide best value if the Government determines them to be in the Government's best interests.

Post-Selection Negotiations: This is a task order award utilizing the streamlined procedures of FAR 16.505(b) wherein the CO may exercise broad discretion in developing appropriate order placement procedures. Accordingly, also reserved to the Government is the right for the CO, at the conclusion of the evaluation process and after the CO has determined the Government's proposed best value awardee but prior to award, to negotiate exclusively with that proposed awardee on all aspects of that Offeror's proposal that the CO deems appropriate, including but not limited to negotiating changes to specific proposal terms, in order to finalize terms of the order for award. If the CO is unable to negotiate with that Offeror to terms agreeable to the Government, then the CO reserves the right to negotiate similarly with the Offeror that was next-in-line to be the proposed best value awardee; this process may continue with the Offerors that submitted proposals until an award is made, or until a decision is made to reopen negotiations with all Offerors, or until the CO determines to make no award. Post-selection negotiations, if any, with the proposed best value awardee shall not constitute a competitive range determination. Furthermore, a post-selection negotiation shall not otherwise entitle other Offerors, if any, to an opportunity to revise proposals.

The Government reserves the right to request revised proposals if needed.

## **EVALUATION CRITERIA**

The following evaluation factors are listed in descending order of importance. These will be used to evaluate all proposals:

### **Evaluation Factor 1: Volume 1: Technical Approach\***

**Sub-factor One: Task Lead Resume and Letter of Commitment**

**Sub-factor Two: Understanding of the Requirement**

**Sub-factor Three: Quality Control**

**Sub-factor Four: Management Approach**

\* Sub-factors are listed in descending order of importance, with Sub-factor Three (Quality Control) and Sub-factor Four (Management Approach) being of equal importance to each other.

### **Evaluation Factor 2: Volume 2: Price Proposal**

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#### **A. General Procedures**

Offerors' technical proposals shall be evaluated for merit, using the adjectival evaluation criteria contained in Factor 1, Technical Approach, below for scoring purposes. The technical evaluation will be conducted by a Government Technical Evaluation Panel.

Offerors' total evaluated price will be considered, but will not of themselves be given any specific ratings. Price analysis will be performed on all price data provided by offerors to assess the reasonableness of the proposed prices.

#### **B. Factor 1: Technical Approach**

Technical Approach will be evaluated by a Government Technical Evaluation Panel having broad familiarity with the requirements of this acquisition. Proposals will be evaluated to determine the relative merits of the offeror's proposal, in accordance with evaluation criteria set forth below. Specifically, the Technical Approach assessment represents the evaluation of the offeror's Task Lead's Resume and Letter of Commitment, Understanding of the Requirement, Quality Approach, and Management Approach. Factor 1 - Technical Approach will receive an overall adjectival rating based on the ratings of all the technical sub-factors combined; where sub-factors are listed in descending order of importance, with Sub-factor Three (Quality Control) and Sub-factor Four (Management Approach) being of equal importance to each other. The proposal should fully address each of the evaluation criteria. The Government shall assign a rating to the results of its evaluation.

The technical evaluation criteria are as follows:

#### **Sub-factor One: Task Lead Resume and Letter of Commitment**

In this section of the technical approach, the offeror shall provide:

- The proposed Task Lead's Resume for the one key personnel position. The resume shall be no more than five pages, demonstrate the necessary skill sets and qualifications as listed in table 4.0 of the PWS, and in the format of Attachment 2, Draft Quote Resume Template. The resume will not count towards the overall page count for Factor 1 - Technical Approach.
- The (Task Lead) Letter of Commitment shall demonstrate the offeror's intention to use the proposed on-site Task Lead as the one key personnel for this effort (should the offeror receive the award), be signed by the proposed Task Lead and the offeror, and shall in no way restrict or limit the proposed Task Lead's future employment opportunities or otherwise create additional employment requirements should the offeror not receive the award for this effort. Note: Vendors are advised that the individual identified to serve as the Task Lead within the offeror's proposal is considered a firm commitment from the offeror. Less those circumstances which are completely outside of the offerors control, such as the employee leaving the organization, the awardee shall provide the required Task Lead key personnel with the support person identified in their proposal. The Letter of Commitment does not count against the page count for Factor 1 - Technical Approach.

### **Method of Evaluation**

The Government will evaluate the degree to which the offeror's proposed Key Personnel - Task Lead demonstrates a capability to meet or exceed the skill sets and qualifications outlined in PWS table 4.0 and its ability successfully accomplish the tasks and requirements outlined in PWS section 4.0. A resume that demonstrates a candidate whose qualifications and experience meet or exceed the desired qualification levels and requirements outlined in the PWS may be more favorably evaluated.

### **Sub-factor Two: Understanding of the Requirement**

In this section of the technical approach, the offeror shall describe their understanding of the requirements in PWS Sections 3.0 - 5.6, and associated sub-sections, to include:

- Provide a clear narrative that explains the offerors understanding of PWS requirements as they relate to executive-level strategy products and strategic threats identified in the National Defense Strategy and how they contribute to meeting SOCOM mission requirements.
- Describe previous experience supporting organizations with similar size, scope efforts and deliverables that demonstrate ability to perform PWS requirements.
- Propose the number of personnel, anticipated dedication level of each, and associated labor categories that will be necessary to accomplish the PWS requirements; the required skill sets and experience necessary to accomplish the PWS requirements; and a staffing narrative with logical rationale for the proposed labor mix utilization and strategy that will be necessary to successfully accomplish the work.



## **Method of Evaluation**

The Government will evaluate the degree to which the offeror's proposal includes a thorough understanding of the work required with respect to the PWS, previous experience on similar projects of size and scope, and the type of resources and methods necessary to successfully staff and accomplish the requirements.

- a. The Government will evaluate the offerors understanding of the SOCOM strategic planning and policy assessments process and how PWS requirements contribute to meeting mission requirements. A comprehensive understanding of how the PWS meets J5 requirements reduces performance risk and may be more favorably evaluated.
- b. The Government will evaluate the adequacy of the offerors experience executing efforts of similar scoped and complexity. Extensive experience with multiple contracts/task performing tasks in support of senior leaders minimize performance risk and may be more favorably evaluated.
- c. The Government will evaluate the degree to which the offeror's proposed labor mix, skill sets and experience are able to successfully perform the PWS requirements. An approach that details a logical and effective strategy for what constitutes an appropriately manned, skilled and capable workforce where deliverables and PWS requirements can be successfully performed reduces performance risk and may be more favorably evaluated.

## **Sub-factor Three: Quality Control.**

In this section of the technical approach, the offeror shall describe their approach to ensure quality control of the requirements outlined through Sections 3.0 - 5.6, and associated sub-sections, of the PWS/SOW, to include:

- Provide the specific methods and procedures for monitoring and tracking performance and providing quality deliverables.
- Provide the specific process to identify and address problem areas quickly and ensure compliance with the PWS and the performance objectives in table 13.3 of the PWS.
- Provide a timeline and key milestones to meet Deliverables.

## **Method of Evaluation**

The Government will evaluate the degree to which the offeror's proposal provides an effective quality control effort to support task order execution in support of the PWS.

- a. The Government will evaluate how well the offeror's specific methods and procedures enable effective performance monitoring and tracking. An offer with a comprehensive processes and approach reduces performance risk and may be more favorably evaluated.
- b. The Government will evaluate the degree to which the offerors approach to quality control provides specific processes and procedures for issue identification, tracking and quick resolution to minimize mission impacts. An offer whose approach provides a simple and logical process that mitigates risks and ensures problems are identified and mitigated early may be more favorably evaluated.

- c. The Government will evaluate how well the offeror's proposed timeline demonstrates an understanding of PWS requirements. A timeline that is all inclusive of required work demonstrates agility to meet PWS requirements and may be more favorably evaluated.

#### **Sub-factor Four: Management Approach**

In this section of the technical approach, the offeror shall clearly describe their management approach to ensure successful performance for requirements outlined through PWS Sections 2.0 - 8.3, to include:

- The degree to which the Offeror's approach demonstrates successful previous experience transitioning efforts on similarly scoped complexities managing a geographically dispersed workforce.
- The degree to which the Offeror's proposal details their transition timeline and key milestones to on-boarding incumbent and/or new hire personnel as well as address "how" they will ensure continuity of work and minimal disruption of ongoing tasks.
- The degree to which the Offeror's approach details their organizational structure, corporate resources, teaming arrangements, processes to recruit, hire, and on-board, as well as conduct task hand over. The Offeror must show how they will utilize these resources and processes to execute all aspects of the requirement described in the PWS.
- The degree to which the Offeror's approach addresses performance phase-out and how the offeror ensures sustained operational continuity throughout the period of performance.

#### **Method of Evaluation**

The Government will evaluate the degree to which the Offeror's proposal demonstrates sufficient stability, agility and reach to successfully support, resource, and execute a low risk transition (in and out) and any staffing transitions that may occur any time in performance.

- The Government will evaluate the adequacy of the offeror's experience executing transitions with similarly scoped complexities of a geographically dispersed workforce and effort. Experience that minimizes workforce turbulence may be more favorably evaluated.
- The Government will evaluate how well the offeror's proposed timeline, key milestones and schedules ensure fully qualified personnel are in place on day one of period of performance. A process that minimizes workforce turbulence, ensure continuity of work and minimizes disruption of ongoing tasks may be more favorably evaluated.
- The Government will evaluate the extent to which the offeror organizational structure, corporate resources, teaming arrangements, processes to recruit, hire, and on-board enable successful execution of all aspects of the requirement described in Section 3 and required by Table 5.6.5 of the PWS. An organizational structure effectively resourced that provides a capable workforce and which minimizes disruption to mission continuity may be more favorably evaluated.

- The Government will evaluate how well the offerors phase-out approach ensures operational continuity is sustained at the end of the period of performance. A solution that enables seamless hand-over of ongoing tasks to the follow-on effort with minimized need for overlap of personnel may be more favorably evaluated.

**Ratings:** For the Technical Approach, the ratings utilized for evaluating are defined as follows:

<b>RATING</b>	<b>DESCRIPTION</b>
High Confidence (HC)	Evaluation of the factor leaves <u>virtually no doubt</u> that the offeror will successfully perform the required effort. Little or no Government oversight is expected to be required in achieving the required level of performance.
Significant Confidence (SC)	Evaluation of the factor leaves <u>little doubt</u> that the offeror will successfully perform the required effort. Minimal Government oversight is expected to be required in achieving the proposed level of performance.
Medium Confidence (MC)	Evaluation of the factor leaves <u>some doubt</u> that the offeror can successfully perform the required effort, however it is believed that there is a high probability that the offeror can perform successfully. Some Government oversight is expected to be required to meet the contract requirements.
Little Confidence (LC)	Evaluation of the factor leaves <u>substantial doubt</u> that the offeror will successfully perform the required effort. Substantial Government oversight or intervention is expected to be required in achieving the proposed level of performance. Changes in the offeror's existing processes may be necessary to achieve contract requirements.
No Confidence (NC)	Evaluation of the factor leaves <u>extreme doubt</u> that the offeror will successfully perform the required effort, regardless of the degree of Government oversight.

**C. Factor 2: Price:** The proposed price will be evaluated for reasonableness. For evaluation purposes only, the total evaluated price is the sum of the total price submitted for the base period and all option periods. Evaluation of options will not obligate the Government to exercise the option(s).

In determining the total price reasonableness, the Government will consider the labor mix proposed to perform the task order requirements in the Pricing volume in comparison to the approach and information provided in Sub-factor 2 – Understanding the Requirement.

The price portion of the proposal shall include a proposed amount per labor category and deliverable/task culminating in firm-fixed prices for CLINs 0001, 1001, 2001, and 3001. It shall also include the proposed skill mix, number of hours per LCAT, and labor rate for the LH Surge Support deliverable culminating in Not-To-Exceed (NTE) ceiling amounts for CLINs 0006, 1006, 2006 and 3006. The Travel NTE amounts have been established by the Government and have been inserted in the pricing template as a Not to Exceed Travel Budget ceiling inclusive of allowable indirect costs. Offeror shall not make any adjustments to the Travel amounts provided. Any applicable G&A or other type of fee associated with Travel shall be inserted in the "Contractor Remarks/Assumptions" section of the Price Summary tab of the template.

The Government may determine that a proposal is unacceptable if the option costs are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

**UNBALANCED PRICING:** In accordance with FAR Clause 52.215-1(f)(8), "Instructions to Offeror-Competitive Acquisition", The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between Contract Line Item Numbers (CLINs) or sub line items (SubCLINs). Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more CLIN/SubCLIN is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the CO determines that the lack of balance poses an unacceptable risk to the Government.

**ADEQUATE PRICE COMPETITION:** Adequate price competition may not be the sole evaluating factor in determining price reasonableness.

The contractor must use the provided ITO Attachment 1 Pricing Template (in Excel format) as a basis for delivery of the price proposal for submission to GSA. Offerors may add and include short price related description/narrative notes in the Template if needed.

Proposal shall be valid for a minimum of 120 calendar days after submission.

#### **PAST PERFORMANCE INFORMATION (POST-AWARD)**

The Government will provide and record Past Performance Information for acquisitions over \$150,000 utilizing the Contractor Performance Assessment Reporting System (CPARS). The CPARS process allows Contractors to view and comment on the Government's evaluation of the Contractor's performance before it is finalized. Contractors are required to register in the CPARS, so contractors may review and comment on past performance reports submitted through the CPARS. The CPARS website hyperlink is <https://www.cpars.gov>.

#### **SOLICITATION PROVISIONS**

The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es): [www.acquisition.gov/far/](http://www.acquisition.gov/far/).

- **52.215-20:** Requirements for Certified Cost or Pricing Data and Data, Other Than Certified Cost or Pricing Data, OCT 2010
- **252.215-7007:** Notice of Intent to Resolicit, June 2012
- **252.215-7008:** Only One Offer, OCT 2013

#### **52.232-18 -- Availability of Funds (Apr 1984)**

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the CO for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the CO.

**52.216-1 -- Type of Contract (Apr 1984)**

The Government contemplates award of a Firm Fixed Price, Labor Hour, and Cost Reimbursement – No Fee Travel task order resulting from this solicitation.

**52.217-5 -- Evaluation of Options (Jul 1990)**

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of Provision)

**52.217-9 -- Option to Extend the Term of the Contract (Mar 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor **within 60 days prior to expiration of the order**; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at **30 days** before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed three (3) years and six (6) months

(End of Clause)

**DFARS 252.209-7999 -- Representation by Corporations Regarding Unpaid Delinquent Tax Liability of Felony Conviction under any Federal Law (Jan 2012)**

(a) In accordance with sections 8124 and 8125 of Division A of the Consolidated Appropriations Act, 2012, (Pub. L. 112-74) none of the funds made available by that Act may be used to enter into a contract any corporation that –

(1) Has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency is aware of the unpaid tax liability, unless the agency has considered suspension or debarment of the corporation and made a determination that this further action is not necessary to protect the interests of the Government.

(2) Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency is aware of the conviction, unless the agency has considered suspension or debarment of the corporation and made a determination that this action is not necessary to protect the interests of the Government.

(b) The Offeror represents that-

(1) It is [ ] is not [ ] a corporation that has any unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability,

(2) It is [ ] is not [ ] a corporation that was convicted of a felony criminal violation under a federal law within the preceding 24 months.

(End of Clause)

**Attachments:**



ITO Attachment 1 Pricing Template

Instruction To  
Offerors Attachment



ITO Attachment 2 Quote Resume Template

Instruction To  
Offerors Attachment

**-----END OF REQUEST FOR PROPOSAL (RFP) -----**